





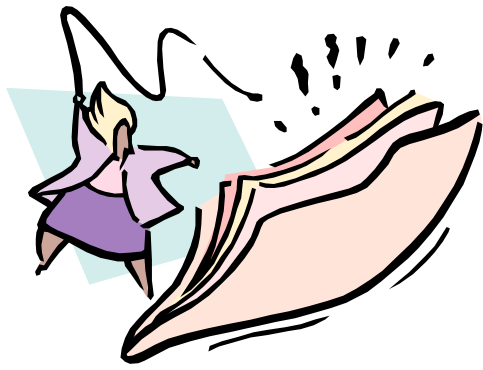


Initiating a Personnel Action Request (PAR)

Use this procedure to initiate a Personnel Action Request (PAR) and start it through workflow.

STEP	ACTION	
1	Navigate to Home > Administer Workforce > Administer Workforce (USF) > Use > Supervisor Request	
2	Use the Find an Existing Value page to retrieve the employee.	
3	Click  to add a new row.	
4	You must enter the following required fields: Proposed Effective Date Action Reason Code	
5	You may enter any other field on the employee component.	
6	Set the PAR Status field. The value of the WIP Status field determines the number of steps in workflow.	
	PAR Status Value	Workflow Scenario
	REQ	6 step workflow
	1ST	5 step workflow
	2ND	4 step workflow
7	Tracking Data To add a comment, click this link and enter the comment. Click OK to return to the Data Control page.	
8	 Click Save . Result: The Route to Next Empl ID page appears.	
9	 Click Route To . Result: A list of reviewer(s) appears in the Route To: box.	
10	<input checked="" type="checkbox"/> 0050 Sullivan,Adam Select the reviewer by clicking the box to the left of the reviewer's name. Note: You may select only one name.	
11	 Select OK . Result: The PAR is routed to the selected reviewer.	





WIP Status

The PAR Status field is located on the Data Control page of a proposed PAR action. The value of the PAR Status field indicates the work-in-progress (WIP) status of the proposed PAR action.

Valid values for the PAR Status field are

Value	Action	What Happens?
Requestor (REQ)	Approves	Goes to the selected 1 st Authorizer worklist.
1 st Authorizer (1 st)	Approves	Goes to the selected 2 nd Authorizer worklist.
2 nd Authorizer (2 nd)	Approves	Goes to the selected Approver worklist.
Approver (SIG)	Approves	Goes to the HR Reviewer “pooled” worklist.
Reviewer (REV)	Approves	Goes to the HR Processor “pooled” worklist.
Processor (PRO)	Approves	Action is final and becomes part of the employee’s record.
Return (RET)	Return	Action returns to requestor who can modify and reroute the action.
Disapprove (DIS)	Disapprove	Action returns to the requestor. The action can’t be processed any further.

The available values in the PAR Status field are based on the workflow role.

Role	Available PAR Status
Requestor	Requestor, 1 st Authorizer, 2 nd Authorizer
1 st Authorizer	1 st Authorizer, Return
2 nd Authorizer	2 nd Authorizer, Return
Approver	SIG, Return, Disapprove
HR Reviewer	Review, Return
HR Processor	Process, Return, Disapprove